

Workplace Alaska

Class Specification Chief Administrative Law Judge

Created:
08/26/2004 by Aimee Olejasz
Finalized on:

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Approved by:

Class Code: PI0305
Class Range: 27
Class Status: Active

Category: Professional
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Class Title: Chief Administrative Law Judge
Use MJR Form: Standard

Original Comments:

New job class established by AS 44.64.010 (Powelson)

Subsequent Revision Dates/Comments:

09/25/2008 - Workplace AK spec revision: Added Census Job Code and AKPAY Code fields; Replaced Category field with Class Outline Category; Updated EEO4, SOC, and Class Code fields; Removed DOT field.

Last Update: **EEO4:** B **SOC:** 23-1021 **Census:** 02

Last Update Comments:

Definition:

The Chief Administrative Law Judge administers the statewide adjudication program and is responsible for the legal processes and adjudicative functions of a variety of state programs. The position plans, establishes and implements policy and procedures governing the administrative and adjudicative functions of the Office of Administrative Hearings. The Chief Administrative Law Judge is a single-position job class with substantial supervisory responsibility for the exercise of independent judgement in employing, disciplining, or adjudicating grievances of subordinates.

Distinguishing Characteristics:

The Chief Administrative Law Judge is responsible for the development and implementation of policy relating to the Office of Administrative Hearings, the conduct of hearings, and the preparation and review of proposed decisions on formal proceedings relating to the substantive rights and obligations of parties subject to a variety of state programs. This position supervises other Administrative Law Judges and is responsible for the management of the Office of Administrative Hearings.

Examples of Duties:

Develop and implement policies, rules, regulations, and procedures governing the Office of Administrative Hearings. Establish goals, objectives, procedures and standards for the office.

Establish and implement performance standards, including provision for timeliness, and peer review programs for administrative law judges employed or retained by the office.

Hire, train and evaluate professional and administrative staff; assign staff to preside over hearings.

Develop, review, and recommend statutory and regulatory changes.

Testify before the legislature on matters related to the Office of Administrative Hearings.

Protect, support, and enhance the decisional independence of administrative law judges.

Make available and facilitate training and continuing education programs and services in administrative procedures, administrative adjudication, substantive law, alternate dispute resolution, and technical matters for administrative law judges and other administrative adjudicators.

Survey administrative hearing participants and use other methods to monitor the quality of administrative hearings held by the office and other state agencies; prepare and submit to the governor and the legislature each year a survey and summary report that includes a description of the activities of the office and recommendations for statutory changes that may be needed in relation to the administrative hearings held by the office or other state agencies.

Review and comment on regulations proposed by state agencies to govern procedures in administrative hearings.

Enter into contracts to carry out the functions of the office.

Prepare the annual budget submission for the Office of Administrative Hearings.

Adopt regulations under the Administrative Procedures Act to carry out the duties of the office after consultation with affected agencies.

Provide guidance to administrative law judges and hearing officers at adversary proceedings.

Review proposed decisions issued by administrative law judges and hearing officers for clarity, correct legal citations, adequacy of the findings, conclusions, and legal reasoning for consistency with statutory criteria and applicable legal precedent.

Coordinate and prioritize the work of staff; monitor and evaluate performance of staff; plan and coordinate training of adjudicative staff.

Respond to highly technical questions, both legal and procedural, and promote understanding of administrative procedures and legal precedents.

Represent the office at public hearings or other functions.

Knowledge, Skills and Abilities:

Thorough knowledge of the Administrative Procedures Act, statutes, rules, regulations, and precedent cases.

Thorough knowledge of administrative processes and state government operations.

Thorough knowledge of the rules of evidence and the conduct of proceedings in Alaska courts and administrative bodies.

Skill in verbal and written communication.

Skill in legal research and analysis.

Ability to supervise professional, technical, and clerical staff.

Ability to write findings of fact, conclusions of law, and orders concisely and accurately.

Ability to direct, instruct, and supervise staff in all phases of hearing examination, including the preparation of written findings and orders.

Ability to develop, interpret, and apply statutes, legal precedent, regulations, and policies.

Ability to motivate, supervise, review, and evaluate the work of others.

Ability to research and analyze complex issues, weigh evidence, and reach conclusions supported by the facts and the law.

Ability to make presentations before the public and legislature.

Minimum Qualifications:

A resident of the State of Alaska.

AND

Experience in administrative law.

AND

Currently licensed to practice law in Alaska.

AND

Licensed to practice law in Alaska for at least five years.

AND

Experience representing clients in administrative or judicial proceedings.

Required Job Qualifications:

(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)

Special Note:

The minimum qualifications for this position are established at AS 44.64.010(b).

The position in this job class is in the Partially Exempt service in accordance with AS 39.25.120(c)(20).

Minimum Qualification Questions:

Are you a resident of the State of Alaska?

AND

Do you have experience in administrative law?

AND

Are you currently licensed to practice law in Alaska?

AND

Have you been licensed to practice law in Alaska for at least five years?

AND

Do you have experience representing clients in administrative or judicial proceedings?